

**Authority to relocate / dispose of University property**

Note: In the event of a capital asset being relocated or disposed a [FS64](#) (Asset Disposal) or [FS66](#) (Asset Relocation) form must be completed and forwarded to the Finance Unit. Should the Asset be loaned an Assets Loan Agreement & FBT Declaration form ([FS69](#)) must be completed.

DESCRIPTION OF PROPERTY <i>(Please include Asset number/make/model/serial number if applicable)</i>	
Please attach list if this space is not large enough	

**OHSW RISK ASSESSMENT.** *(An up to date OHSW risk assessment must be completed for all potentially hazardous Equipment (equipment with rotating parts, electrical etc.) that is offered for sale or transferred internally. List hazard below)*

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**DISPOSAL/RELOCATION/LOAN**

**From:** City East  City West  Magill  Mawson Lakes  Whyalla   
 Building Name: \_\_\_\_\_ Room Number: \_\_\_\_\_

**To:** City East  City West  Magill  Mawson Lakes  Whyalla   
 Building Name: \_\_\_\_\_ Room Number: \_\_\_\_\_

**If disposal**  
 Recipients Name \_\_\_\_\_ Organisation \_\_\_\_\_ Phone \_\_\_\_\_

**AUTHORISATIONS**

Arranged by: (Name) \_\_\_\_\_ Academic/Business Unit \_\_\_\_\_

General Manager/ Unit Manager \_\_\_\_\_ Date \_\_\_\_\_  
 Approval is given on the understanding that the property/disposal relocation applied for is within delegated authority.

Campus Facilities Manager \_\_\_\_\_ Date \_\_\_\_\_

**SECURITY** City East  City West  Magill  Mawson Lakes  Whyalla   
 Security Officer \_\_\_\_\_ Date \_\_\_\_\_

This form must be presented to Security as your receipt and authorisation to remove property from University premises. Please keep a copy for your own records.